

<b>TRANSMITTAL SLIP</b>		<b>DATE</b>
<b>TO:</b> ADDA		<i>[Signature]</i> 16 MAY 1985
<b>ROOM NO.</b> 7D18	<b>BUILDING</b> Hqs.	
<b>REMARKS:</b>		
<p>EO/DOA <i>Em</i> 16 MAY 1985</p> <p>DOA <i>[Signature]</i></p> <p>DOA <i>Reg (file)</i></p>		
<b>FROM:</b> DD/PA&E/OP		
<b>ROOM NO.</b> 5N19	<b>BUILDING</b>	<b>EXTENSION</b>

FORM NO. 241  
1 FEB 66

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

14 May 1985

FILE: 20 - 1

## MEMORANDUM FOR THE RECORD

FROM: [redacted]  
Deputy Director for Policy, Analysis  
and Evaluation

SUBJECT: Meeting of Personnel Management Advisory Board

1. The second meeting of the Personnel Management Advisory Board occurred on 14 May 1985 from 1430 to 1500. Attending were James McDonald (ADDA), Richard Kerr (ADDI), [redacted] (ADDO), James Hirsch (ADDS&T), [redacted] from the DDS&T and the undersigned.

2. The main topic for this meeting was implementation of the new 7B secretarial grade. After appropriate discussion, the following decisions were made:

a. All secretaries currently working for persons in SIS 1/2 positions would be immediately placed on the 7B scale. There would be one exception. Any supervisor who felt that a secretary in such a position did not deserve the promotion would affirmatively indicate this judgment and that individual would not be placed on the 7B scale.

b. Those secretaries who were promoted from GS-07 to GS-08 effective 12 May 1985, the date the 7B grade also became effective, would be given the benefit of the 7B and go from 7 to 7B and then immediately from 7B to GS-08.

c. For the future, the promotion panels which will consider promotions from GS-07 to GS-08 will also, at the same time, consider secretarial promotions from GS-07 to 7B and GS-07B to GS-08.

d. The four ADDs reviewed the attached time-in-grade guideline sheet to determine whether it now made sense to achieve some cross-Directorate uniformity. There was unanimous agreement that the time-in-grade guidelines from GS-05 to GS-06 should be six months; from GS-06 to GS-07, six months; from GS-07 to 7B, nine months; and from GS-07B to GS-08, nine months.

[redacted] represented the DDS&T for most of the meeting as Mr. Hirsch arrived late. When Mr. Hirsch arrived all of the decisions were reviewed with him and he ratified them.

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e. In the future, GS-07 secretaries in GS-08 positions would be able to receive two separate and distinct promotions, the first from GS-07 or GS-07B, and the second from GS-07B to GS-08.

STAT

Attachment



# TIME-IN-GRADE GUIDELINES

(Prior to the GSB-07 Implementation)

DCI	GS-05 to GS-06	6 Months
	GS-06 to GS-07	6 Months
	GS-07 to GS-08	12 Months
DA	GS-05 to GS-06	6 Months
	GS-06 to GS-07	6 Months
	GS-07 to GS-08	6 Months
DI	GS-05 to GS-06	12 Months
	GS-06 to GS-07	12 Months
	GS-07 to GS-08	18 Months
DS&T	GS-05 to GS-06	6 Months
	GS-06 to GS-07	6 Months
	GS-07 to GS-08	9 Months
DO	GS-05 to GS-06	12 Months ( 9 Mos)*
	GS-06 to GS-07	18 Months (12 Mos)*
	GS-07 to GS-08	24 Months (12 Mos)*

\* Proposed